How to Apply for DIA Civilian Jobs



Directorate for Human Capital Office of HC Online Services



You Must Apply Online for DIA Civilian Jobs

 For best results, use Internet Explorer to prepare your application.





The application package you build online will contain:

- Your résumé built on-line
- Any required attachments





Rules for All to Follow When Working in DIA's Employment Sites

- 1. Use TAB rather than ENTER, to move from one field to another.
- DO NOT use the "BACK" button/arrow.
 Instead use the links on the page to move to a previous screen.
- 3. Save your work often. The system timesout after 60 minutes if you have not moved from one field to another.



For all applicants

Draft and submit only one application at a time.

If you save one application in draft – then start an application to another job, the data in the draft application will be changed by your work on the second application.







For ALL Applicants Applying on NIPRNet / the Internet

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If you apply on the internet/NIPRNET, using Microsoft Internet Explorer, go to www.dia.mil.

Click "Vacancies" or "Search & Apply for Jobs"

Special Status applicants should NOT apply on the internet/NIPRNet







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Visit the various links on this page to learn more about employment at DIA.

When you're ready to move on – click the BIG BLUE BUTTON



lission - Provide timely, objective, and cogent military intelligence to warfighters, defense planners, and defense and national security policymakers

ision - Integration of highly skilled in the gence professionals with leading edge technology to discover information and create knowledge that provides warning, identifies opportunities, and delivers rewhelming advantage to our anighters, defense planners, and defense and national security policymakers.

alues - We are mmitted to...

- service to our country, our community, and our fellow citizens.
- Dedication, Strength, and Urgency of Purpose to provide for our nation's defense
- Customer-Focus in the products and services we provide.
- Integrity and Accountability in all of our actions and activities
- Commitment to inquiry, truth, and continuous learning.
- Creativity and Innovation in solving problems, discovering facts
- Teamwork through internal and external partnerships.

 Leadership at all levels within Defence Intelligence and the Intelligence.
- . Leadership at all levels within Defense Intelligence and the Intelligence

We invite you to learn how you can become a valued member of the DIA

View vacancy announcements and apply for civilian employment
 Request that DIA send future announcements to you which adver

Start your exploration of DIA's employment opportunities for civilian emp

Working at DIA

About DIA
Diversity Information
Benefits
FAQ's about working at DIA

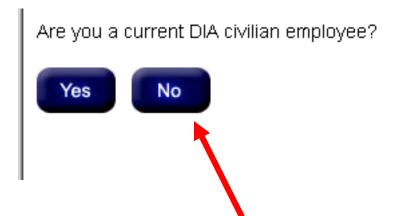
This is the first screen you'll see, whether you access the site through JWICS, NIPRNet, or SIPRNet at your work space – or through the internet, at home.

1



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You will be asked if you are a current DIA civilian employee.



If you ARE a DIA civilian employee, in order to apply on the internet, through www.dia.mil, you'll need to click "No" to proceed.



For External Applicants Applying on the Internet

Directorate for Human Capital

Careers

Welcome to the DIA Career Home Page. From this site you are able to:

- Search for Job Openings
- Specify Job Search Criteria and have DIA notify you when a Job Opening meets that criteria
- Apply for Job Openings

Vau will ba	password to login. If yo	ou nave not yet re	gisterea, <u>Registe</u>	r Here.		/
You will be			Login			
able to			Email:			
access your	▼		Password:			
application	earch Search Tips		Login	orgot Passwor	d Register Now	
ONLY on the						
network on						
which you						
prepared it!		Close Date Pay	Plan/Series/Grade	Location		Vac
propared it:	(INFO SYS)-INB	04/44/2040	0004.44		& Hawaii	977
HUMAN RES SPEC	(COMP)	•	ad a user ord in our f		ımbia	977
☐ HUMAN RES SPEC	(INFO SYS)-INB	system	(before 30	0 May	& Hawaii	977
Select All Deselect All		,	use them			
Save Selected John	Apply for Colocted J	log-in —	vou do N	OT		

The first time you visit our site, you'll need to create an account with your e-mail address and a password.

NOTE – to receive e-mail messages about your application – be SURE to enter your e-mail address for the network on which you are applying.



need to register again.



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Enter your e-mail address and password here.

Click "Register"

Register

Since this is your first registration, you will need to provide an e-mail address and password. Please enter only one email address, which is the email address you currently use on this network. Your e-mail address will be used to contact you regarding your application. Enter your chosen e-mail address and then your password. You should select a password that you can easily remember but is not obvious to others. The password you enter should be no fewer than 6 characters and no more than 12 characters long. It must contain at least one letter and at least one number. When you have entered your e-mail address and password, click Register. If you have come to this page by mistake, please click Return to Previous Page.

Enter Registration Information	
*Email:	
*Confirm Email:	Your password should have no fewer than 5
*Password:	
*Confirm Password:	characters and no more than 12. It must
Register Return to Previous Page	contain at least one
	letter and one number.



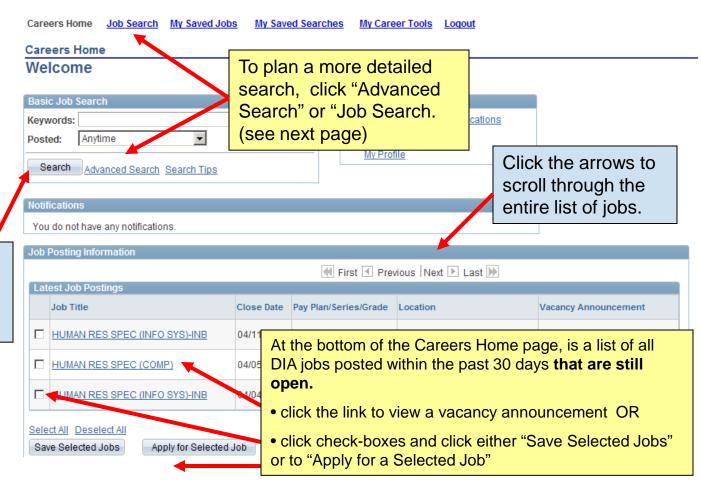


For External Applicants Applying on the Internet

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This is your Careers
Home page. From
this page, you can
search for jobs,
begin the job
application process,
and monitor the
status of your
submitted
applications.

Click here to see a list of all currentlyadvertised jobs and recruiting activities.









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This is the Advanced Search/Job Search page.

On this page, you can specify parameters which will narrow your search – by occupational group, by location, keyword, by VA number, salary or grade.

BE CAREFUL – don't make your search so specific that you miss some jobs!

When you are ready to shop, click "Search."

To view ALL open announcements, leave this form blank and click "SEARCH."

Job Search

Search Clear Sa	ve Search Basic Search Search Tips	
Enter Keywords:	Intelligence	
Job Opening ID:	(enter complete	ID)
Vacancy Announcement Numb	er:	
Select Locations:	Florida, MacDill AFB Florida, Miami Florida, Tampa Georgia Germany	
To select multiple values, hold down	the Ctrl key (Command key for Macs) while making s	selections
Select Job Families:	Human Capital Management Information Technology Intelligence - Analysis Intelligence - Collection Intelligence Operations ▼	To save these
Select Special Program(s):	DIA Applicant Repository Hiring Event	parameters to use in the future
Full/Part Time:	Full-Time 🔻	
Regular/Temporary:	Regular	click "Save
Minimum Salary:	80,000	Search."
Grade From:	09 To: 11 T	Search.
Find Jobs Posted Within:	Anytime	
Display Results Sorted By:	Date Posted	
Search Clear S	ave Search Basic Search Search Tips	e



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Save Search				Ī				
On this page you may save your job on this page you may save your job onenings		If you click "Save Search, you will next see this page.						
Save Search					1. Enter a name for your search	-		
*Name your search:	My Job Search				2. If you want us to send an e-			
Send Job Agent notification to:	✓ Use As Job Agent					,,		
Save Search Cancel	Save Search Cancel					3. Click "Save Search" – to move to the next screen		
Careers Home	Job Search My Saved	Jobs My Saved Sear	ches	My Car	4. Click "Run Search" to activate your job search.	;		
My Saved Searches								
Saved Searches and	d Job Agents							
Saved Search	Created On	Job Agent Email Address	Edit	Delete Search	Run Search			
MY JOB SEARCH	04/11/2012	digerse@dodiis.ic.gov	<u>Edit</u>	<u>Delete</u> <u>Search</u>	Run Search e			





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Move to other pages at any time using the links at the top of the page.

Careers Home Job Search My Saved Jobs My Saved Searches My Career Tools Loquut

Here are your search results.

- •To open any Vacancy Announcement, click the link.
- •To save jobs in your "job basket," check the boxes and click the "Save Jobs" button at the top of the page.
- •To start your application for one job, click ONE check-box and then click the "Apply Now" button at the top of the page.

	✓	10 Results Found							
	Sea	earch Results							
		Save Jobs Apply Now First Previous Next Last							
	Sea	rch Results							
		Created	Close Date	Posting Title		Grade From/To	Job Opening ID	Job Family	Location
		04/05/2012	U4/19/24	SUPV CONTRACT SPEC-INB	97724-01	14/14	97724	Acquisition	North America & Hawaii
		04/05/2012	04/19/2012	SUPV CONTRACT SPEC-INB	97725-01	14/14	97725	Acquisition	North America & Hawaii
•	✓	04/05/2012	07/04/2012	IO (COLL REQ/ANALYSIS)	97721-01-SBG	13/13	97721	Intelligence - Collection	National Capital Region
	✓	04/05/2012	04/19/2012	MGMT ANALYST- MDA	97722-01	13/13	97722	Administration	National Capital Region
		04/05/2012	04/19/2012	SUPV CONTRACT SPEC-INB	97723-01	14/14	97723	Acquisition	North America & Hawaii
		04/05/2012	04/19/2012	SUPV CONTRACT SPEC-INB	97726-01	14/14	97726	Acquisition	North America & Hawaii
				1					







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"My Career Tools" is a central information source.

- Click "Edit Profile to edit the contact information you put in your application.
- Use "My Applications" to see your previously submitted applications
- •Use "Attachments" to see attachments you have added to previous applications.
- Job Offers will list your pending job offers

Careers Home Job Search My Saved Jobs My Saved Searches My Career Tools Loquut

My Career Tools



Select 'Add Attachment' to add any attachments identified as required in the Job Opening.

Attachments

You have not added any attachments at this time.

+ Add Attachment

Job Offers

You do not have any job offers at this time.







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Job Description

Job Title: IO (COLL REQ/ANALYSIS)

Job ID: 97911

Location: National Capital Region

Full/Part Time: Full-Time
Regular/Temporary: Regular

Save Job

Apply Now

Refer Friend

Return to Previous Page Email Job Opening Text



POSITION SUMMARY

The incumbent serves as a Collection Requirements Specialist responsible for all-source and/or INT-specific collection requirements management. As such, incumbent coordinates, validates and manages standing, ad hoc, and crisis-related requirements. The incumbent prepares, validates, and submits of time-sensitive collection requirements for one or more of the following: HUMINT, GEOINT, SIGINT, OSINT, or MASINT. Responsible for complex collection requirements tasks for assigned customers.

This page (longer than you see here) gives a partial picture of the vacancy announcement/job opening. To see the entire vacancy announcement, click this link, "Email Job Opening Text."

The vacancy announcement will be sent to you at the e-mail address you used when you registered.





For External Applicants Applying on the Internet

Vacancy Announcement: 97911-02

Job Title: IO (COLL REQ/ANALYSIS)

Job ID: 97911

Area of Consideration: Open All Sources
Open Date: 05-APR-2012
Close Date: 04-JUL-2012

Number Avail. Positions:

Location: DC DIAC

Pay Plan/Series/Grade: GG/ 0132 / 13

Salary Range: 50000.00 to 60000.00

Work Schedule: Full-Time

Type of Appointment: Excepted Service Staffing Specialist: Susan B Gerhard 703/699-7474

POSITION SUMMARY

The incumbent serves as a Collection Requirements Specialist responsible for all-source and/or INT-specific collection requirements management. As such, incumbent coordinates, validates and manages standing, ad hoc, and crisis-related requirements. The incumbent prepares, validates, and submits of time-sensitive collection requirements for one or more of the following: HUMINT, GEOINT, SIGINT, OSINT, or MASINT. Responsible for complex collection requirements tasks for assigned customers.

ADDITIONAL POSITION INFORMATION

- Plans, organizes, and conducts complex collection strategies where subjects are difficult to collect and where existing INT collection assets are used in innovative ways. Performs the full range of collection requirement management functions such as developing and affecting inter-and-intra-agency coordination of collection requirements. - Conducts analytical studies of programs that are broad in scope with frequently undefined limits, to evaluate effectiveness of current collection requirements program, feasibility of future programs and development of planning efforts. Translates abstract command requirements and information objectives into discipline specific collection requirements. - Conducts assessments of active collection strategies. Analyzes the quantity and quality of collection data (e.g., statistics and coverage) to assess

This is the top section of the Vacancy Announcement, showing the basic information about the position.

The center section describes the duties of the job.





For External Applicants Applying on the Internet

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MANDATORY QUALIFICATIONS

LANGUAGE REQUIREMENTS

1. Applicant must be proficient in any/all of the following languages: Amharic

LICENSE and CERTIFICATE REQUIREMENTS

1. Adv Mil Source Ops

DEGREE REQUIREMENTS

Bachelor of Arts in African Studies

SPECIALIZED EXPERIENCE/TRAINING REQUIREMENTS

experience operating....

The bottom portion lists the qualifications and other requirements for the job.

MANDATORY ASSESSMENT FACTORS

- 1. experience.....
- Extracts appropriate data and informa research directed topics
- 3. Distinguishes between a knowledge g and the need to apply a different analytic
- Explores innovative applications of ac and techniques

ADDITIONAL JOB REQUIREMENTS

Applicants who do not submit a supplementary narrative statement will not be given further consideration.

May be required to perform duty at other operating locations.

Relocation (permanent change of station) costs may not be authorized

All DIA employees are subject to initial and aperiodic counterintelligence-scope polygraph tests.

Current Federal employees (non-DIA) must also submit a copy of the SF50, notification of personnel action, that documents their appointment to or promotion to the highest grade held.

Availability for shift work, extended hours, and travel is required for this position.

Applications must be received by MIDNIGHT (Eastern Time) of the closing date of the announcement, unless otherwise waived prior to the vacancy announcement's closing date. For questions, or to receive reasonable accommodations regarding the submission of your application, please contact our customer service representative 202-533-0934 no later than 3 p.m. Eastern Time of the closing date of the vacancy announcement.

Applications must be received by MIDNIGHT (Eastern Time) of the closing date of the announcement, unless otherwise waived prior to the vacancy announcement's closing date. For questions, or to receive reasonable accommodations regarding the submission of your application, please contact our customer service representative at 256-313-7653 no later than 3 p.m. Central Time of the closing date of the vacancy announcement.





For External Applicants Applying on the Internet

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Favorites | Main Menu > My Employee Home > My Employee Home

UNCLASSIFIED

Job Description

IF you want to apply for this job – go back to the more abbreviated version of the announcement and

click "Apply Now"

Job Title: IO (COLL REQ/ANALYSIS)

Job ID: 97911

Location: National Capital Region

Full/Part Time: Full-Time
Regular/Temporary: Regular

Save Job Apply Now

Refer Friend

Return to Previous Page Email Job Opening Text

POSITION SUMMARY

The incumbent serves as a Collection Requirements Specialist responsible for all-source and/or INT-specific collection requirements management. As such, incumbent coordinates, validates and manages standing, ad hoc, and crisis-related requirements. The incumbent prepares, validates, and submits of time-sensitive collection requirements for one or more of the following: HUMINT, GEOINT, SIGINT, OSINT, or MASINT. Responsible for complex collection requirements tasks for assigned customers.





For External Applicants Applying on the Internet

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Apply Now

Online Application

This is where you will complete your online application.

Use the NEXT and PREVIOUS buttons at the bottom of each page to navigate. Do NOT use your browser BACK button.

This system will time-out afte 60 minutes of inactivity (no movement between fields in the application). We strongly encourage you to frequently 'Save' throughout the application process to avoid data loss.



Continue

Return to Previous Page

Read the instructions and click "Continue" to begin your application.





For External Applicants Applying on the Internet

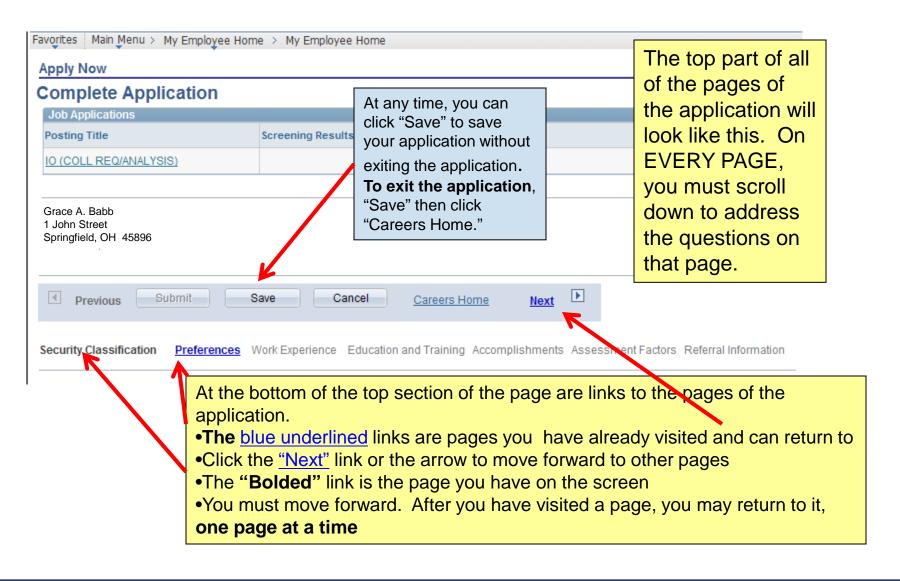
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	and other contact details in order to continue with the application. Chang on this page will be updated on all of the jobs you have applied to. evious Page	The "MY Profile" page is crucial – we must be able to contact you. 3 fields are required: •First Name
Email:	DIANDJS@dodiis.ic.gov	•Last Name
Password:	Change Password	•Email type
Preferred Method of Cont	tact: Email	
Prefix/Rank: *First Name: Middle Name: *Last Name: Name Suffix:	Address 1: Address 2: Address 3: Address 4: City: State: Postal: County:	Primary Email Type: *Email Address: digerse@dodiis.ic.gov Phone Primary Phone Type: Phone Number: Extension: Remove Phone Security Clearance Information Security Clearance: Active Image: Active Continue Information Security Clearance: Active Continue Information Security Clearance: Primary Email Address: **Remove Phone** **Remove Phone** **Remove Phone** **Inactive Continue Information **Security Clearance: **The image: Address: **Primary Email Type: **Remove Phone** **Remove Phone** **Remove Phone** **The image: Address: **The image: Addres
will be	ember to "Save." You e taken to the first of the application.	Status Date: Sponsor: Polygraph Type: Polygraph Date: Save Return to Previous Page



For External Applicants Applying on the Internet

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Preferences

Previous St	ubmit Save) C	ancel	Careers	<u>Home</u>	<u>Next</u>
Security Classification	Preferences World	k Experience	Education	and Trainin	g Accompli	shments
Use this section to tell	us what you are looki	ng for in term:	s of location	, working tir	ne and type	of job.
Preferences						
Desired Start Date:	09/01/2	012				
Are you willing to reloca	nte? No	▼				
Are you willing to travel	? Yes	▼				
Travel Percentage:	26 - 50	<u>~</u>				
Regular/Temporary:	Either	<u> </u>				
Desired Work Days						
✓ Monday	▼ Tuesday	▽ v	/ednesday			
▼ Thursday	✓ Friday	□s	aturday		Sunday	
Full/Part-Time:	Full-Tin	ne 🔻				
Desired Shift:	Any	Ţ				
Minimum Pay:		000.000000	Day Fre	equency:	Annual	—
Currency Code:			Fayire	quency.	Aimaai	
-	USD	US Dollar				
Desired Hours Per Wee	10.0					
Geographic Preference	e					
First Choice: Charle	ottesville, Virgin	Second C	hoice:	Florida, Mad	cDill AFB 🔽	
Comments:						[7]

The information you enter on this page will be used for Federal employment considerations. Indicate if you are or were ever a Federal Civilian employee and the highest grade and tenure you have held. If you are claiming Veteran's preference, you must meet the eligibility requirements in section 2108 of title 5. United States Code.

This is the top section of the "Preferences" page. Record your preferences and scroll down to the lower section of this page.

NOTE -

- you are not required to enter any information on this page.
- •Only the information you enter will show on the printed application if you choose to not enter information in a field that field will not be displayed on the application.





For External Applicants Applying on the Internet

The information you enter on this page will be used for Federal employment considerations. Indicate

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Preferences

The DIA pay plan is GG. Other Federal agencies use other plans, GS, GM, FS, etc. NOTE: Veterans Preference is not available to current U.S. government civilian employees.

•	vilian employee and the highest grade and tenure you have held. If nce, you must meet the eligibility requirements in section 2108 of
Preferences	
Federal civilian employee?	 ✓ Previous Federal Employee ☐ Previous Agency Employee ☐ Current Federal Employee ✓ Current Agency Employee
Highest Pay Plan:	
Highest Grade:	
Minimum Acceptable Pay Plan:	
Minimum Acceptable Grade:	
Highest Career Tenure:	
Veterans Preference:	None
Reserve Category:	Not Applicable
Uniformed Service:	<u>v</u>
Military Grade:	<u>v</u>
Military Separation Status:	<u> </u>
Military Service Start Date:	End Date:
Effective Date:	08/25/2011
Military Status:	Not indicated
Previous Submit	Save Cancel <u>Careers Home</u> <u>Next</u>

This is the bottom section of the "Preferences" page. Continue to record your preferences.

NOTE:

- you are not required to enter any information on this page.
- •Only the information you enter will show on the printed application if you choose to not enter information in a field that field will not be displayed on the application.





For External Applicants Applying on the Internet

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Work Experience

If you previously entered work experience data in a DIA application on this network, that data will appear here. If you did not previously enter work experience data, you must enter it now.

Security Classification Preferences Work Experience Education and Training Accomplishments Assessment Fac

Click the link to review/ adjust the entry for one of your jobs.

Add any applicable work experience here. Ensure your job description supports the responses you provide to assessment factors in the application. Job description should be no more than one page in length (appx. 700 words). The job description field provides word count to assist with this constraint.

Work Experience					
Employer	Job Title	Start Date	End Date	Delete	
Office of the Director of Nati	Senior Content Manager Africa	09/01/2009			_
Defense Intelligence Agency	Chief of the Africa Branch, JI	02/01/2008	08/31/2009		
Defense Intelligence Agency	Chief, Asia Branch, Asia Divis	03/01/2005	01/31/2008	Î	
Defense Intelligence Agency	Chief, Africa/Asia Branch, JTI	09/20/2002	02/20/2005	î	
Add Wade Francisco		•			

Click the trash can to delete an instance of work experience.

+ Add Work Experience	-
-----------------------	---

Click here to add periods of work experience.

● <u>Previous</u>	Submit	Save	Cancel	Careers Home	<u>Next</u>





TATES OF THE

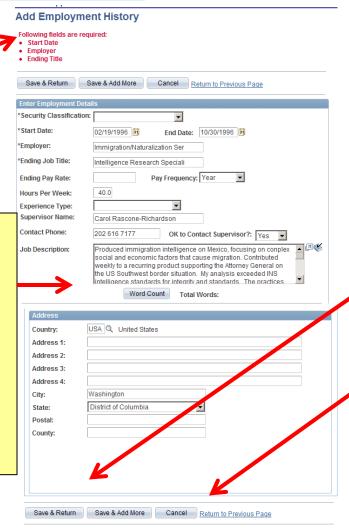
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Work Experience (continued)

These red entries are just reminding you that you must enter data in those required fields.

Enter any applicable work experience here. Your job description should support the responses you provide to assessment factors in the application. Your Job description should be no more than one page in length (approximately 700 words) for each job. Click the "Word Count" button to learn how many words you have entered.



This is the page on which you will enter each of your periods of work experience.

Whether you're adjusting currently available work history – OR – adding new data, your page will look like this.

Both the "Save and Return" and "Save and Add More" buttons will save your data and keep you on this page.

"Cancel" and "Return to Previous Page" will take you to the main Work Experience page – without saving your data.

If you entered data and continue your application – first click "Save and Return" – then click "Return to Previous Page.





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Education and Training

The top part of this page is for your degree-related education.

Click the link to review a previously entered degree.

Click here to add a degree.

<u>Security Classification</u> <u>Preferences</u> <u>Work Experience</u> <u>Education and Training Augustian Augu</u>	ccomplishments Ass
Provide your highest level of education from the drop down box menu. Then click the Adlink below to document additional details about your education (degree, major, school, should include all completed and in-progress education beyond high school. DIA will veducation and may require copy of transcripts in the future.	etc). You
-If you are substituting education in place of specialized experience then submit attachr unofficial transcript.	Use the drop-down
-All attachments are submitted and stored on the Careers Homepage, Career Tools Se Attachments Link.	to find and enter your highest
Education History	•
Highest Education Level: A-Not Indicated	education level.

To add Degrees to your application, select the Add Degrees hyperlink below.

	Degrees			Find [2]	1	First 1-2 of 2 Last
•	Degrees					Delete?
	Bachelor's Degree					
	Master's Degree					
	+ Add Degrees	Select All	Deselect All		>	Delete Selected

To delete a degree, either click the trash can or check the "Delete" box and then click "Delete Selected."







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Education and Training (continued)

Details

Add Degrees

TBD- Enter all of your degree information on this page. Select your educational institution, major and degree from the lists.

	*Degree:	Q		
	*Major:	Q ← _	Use the magnifying glass look-up	
	*Country:	Q	icons to find the appropriate entri	ies.
	*School:	Q	•	jht
Click OK to save this		Minority Institution		
entry and return to	GPA:		major. Use a descriptor which is most similar.	tne
the Education page.		Graduated		
Click "Cancel" to go	*Projected/Actual Grad Date:	31		
back to the Education page				
without saving this	4			
entry.	OK Cancel	Apply and Add Another		
Click "Apply and Add			NOTE – the list of majors is a federal government list. You might not find the exact wording of your major. Use a descriptor which is the most similar.	
Another" to add another degree.			e	
ariotrior dogree.				



Job Training

You have not added a

For External Applicants Applying on the Internet

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Education and Training (continued)

Click here to add training (nondegree-related courses).

Document training that is relevant to the position for which you are applying. To add additional training, select Add Job Training. Select the training link to edit and select the delete icon to delete.

Add New Application + Add Job Training

Add Job Training

Add your training courses here. (the first three items are required) then...

- Click "Save and Return" to save this training and stay on this page.
- -Click "Save and Add More" to save your addition and add more training.
- Click "Cancel" to return to the "Education and Training" page without saving your data.
- Click "Save and Return" then Return to Previous Page - to save your training and return to the "Education and Training" page.

•	Security/Classification
•	Course Title

The following fields are required:

- Facility Name

Enter Job Training Details
*Security Classification:
*Course Title:
*Facility Name:
Course Start Date:
Course Completion Date:
Duration (Hours):
Save & Return Save & Add More Cancel Return to Previous Page

^{*} Required Field



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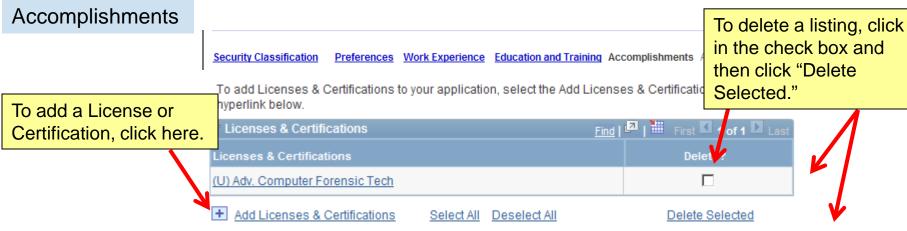
Education and Training (continued)

To add Degrees, select the Add Degrees hyperlink below. To change information for Degrees, select the hyperlink under the Degrees field. Select the delete icon to remove Degrees information. This is your Degrees You have not added any Degrees to your application compiled training list. Add Degrees Document training that is relevant to the position for which you are applying. To add additional To delete a training, select Add Job Training. Select the training link to edit and select the delete icon to delete. training course, click Training School Name Start Date Delete the trash can. eZHR For Supervisors DIA 05/02/2011 圇 Denial and Deception Course DIA 05/12/2009 + Add Job Training Submit Cancel Previous Careers Home Next



For External Applicants Applying on the Internet

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Click the magnifying glasses to find your "License/Certification," "Country" and "State" – enter applicable data in the other fields.

*License or Certification:	Q		
Country:	Q		
State:	Q		
Issue/Approval Date:	31		
Expiration Date:	31	Click "OK" to save this	<u> </u>
License/Certification			3
Number:		listing.	
Issued By/Assigning Agency:		To add more	
Last Update Date:	J4/12/2012 7:28:07AM	licenses/certifications	,
Last Update Oprid:		click "Apply and Add	
		Another."	
OK Cancel	Apply and Add Another		
Cancel	Apply and Add Another		3



For External Applicants Applying on the Internet

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Accomplishments (continued)

To self-certify your language skills, click here.

To add Language Skills, select the Add Language Skills hyperlink below. To change information for Language Skills, select the hyperlink under the Language Skills field. Select the delete icon to remove Language Skills information.

Language Skills

You have not added any Language Skills to your application

+ Add Language Skills

Click the magnifying glasses to find your Language, then enter applicable data in the other fields.

Add Language Skills

TBD - Use this page to list and self-certify your foreign languages fluency. If you have foreign language skills, but have not taken a Department of Defense approved test (i.e., DLPT, DLRPT, or OPI), you may self-certify your language capability here. Or, if you have taken a Department of Defense approved test, but did not meet the criteria for Foreign Language Proficiency Pay, you may self-certify your languages here.

Details		
*Language:	Q	
Listening Proficiency: Reading Proficiency: Speaking Proficiency:	\ \v	Click "OK" to save this
*How was language acquired?:	☐ Are you able to translate. ☐ Are you able to interpret?	listing. To add more languages, click "Apply
		and Add Another."
OK Cancel	Apply and Add Another	



For External Applicants Applying on the Internet

Defense Language Aptitude Battery

Add Defense Language Aptitude

Main Menu

OK.

Cancel

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Delete Selecte

Accomplishments (continued)

Click here to add **Defense Language** Aptitude (DLAB) test score entries.

Security Classification Preferences Work Experience Education and Training Accomplishments Assessn To add Defense Language Aptitude, select the Add Defense Language Aptitude hyperlink below. To change information for Defense Language Aptitude, select the hyperlink under the Defense Language Aptitude field. Select the delete icon to remove Defense Language Aptitude information. ▼ Defense Language Aptitude Find | [7] | III First 1 of 1 1

Select All Deselect All

- 1. Use the magnifying-glass look-up to enter the title of the Battery.
- 2. Enter your test date
- 3. Enter your test score.
- 4. Click "OK"

Add Defense La BD - Use this page to ente Details	nguage Aptitude r details for DLAB.	To delete a DLAB listing, click in the check box and then click "Delete Selected."		
*Test: *Test Date:	DLAB-0001 Q De	efense Language Aptitude Battery	Click "Dele	te Selected."
*Test Score: Last Update Date: Last Update Oprid:	95 04/10/2012 8:09:4544	Click "OK" to save this To add more test result click "Apply and Add Ar	s (unlikely),	

Apply and Add Another



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Accomplishments (continued)

To delete an honor or award, click in the check box and then click "Delete Selected.

Delete Selected

Click here to see existing recorded **Honors and Awards** (from a previous application, if any).

To add another Honor or Award, click here.

To add Honors and Awards to your application, select the Add Honors and Awards hyperlink below. Honors and Awards Honors and Awards Delete? **Defense Superior Service Medal** П Description + Add Honors and Awards

Deselect All

Select All

- 1. Use the magnifyingglass look-up to enter the title your honor or award.
- 2. Enter award specifics. .
- 4. Click "OK"

Add Honors and Awards TBD - Document honors or awards relevant to the position for which you are applying. To add additional honors/awards, click the ADD Award button, To delete a listing, click the DELETE button. *Honor and Award: 04/12/2012 *Issue Date: Hours: Click "OK" to save this listing. Amount (\$): *Grantor: To add more test results (unlikely), Reason for Honor/Award: click "Apply and Add Another." Cancel Apply and Add Another



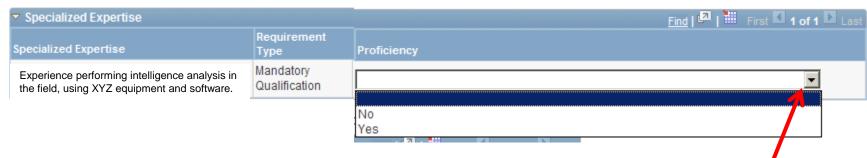
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Accomplishments (continued)

If there are multiple items listed here – use the arrows to scroll between them.

Enter your Specialized Expertise information in this section.



Use the drop-down to select either "yes" or "no." (Any further details about your experience/expertise in this area would need to be highlighted in your work experience.)





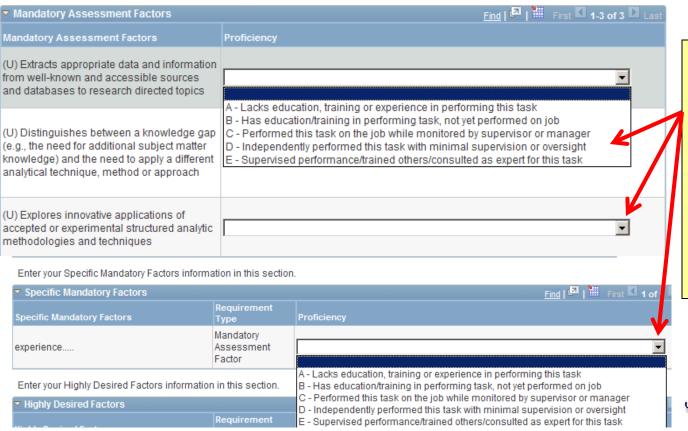


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Assessment factors

Security Classification Preferences Work Experience Education and Training Accomplishments Assessment Factors Referral Information

Enter your Mandatory Assessment Factors information in this section.



Use the drop-downs to select your level of experience, education, and accomplishment for each of the factors.

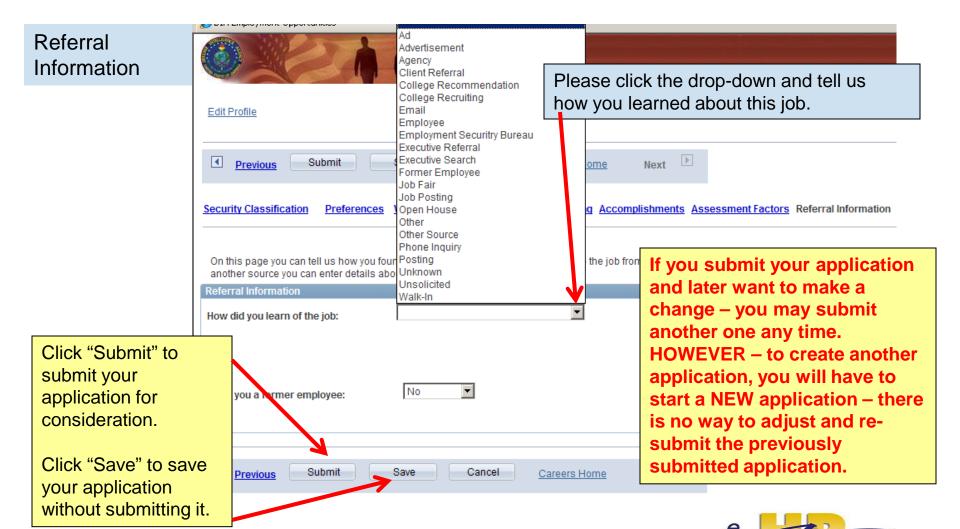
Remember – your work experience section should fully support the selection you make here.







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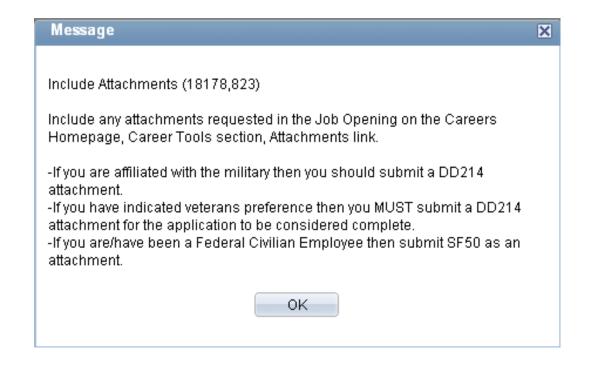
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When you click "Submit," this pop-up will appear to remind you to attach any required attachments.

FIRST: Click "OK" and finish your "Submit"

THEN: click the link to go to Careers Home. (continued on next page)

NOTE: current DIA civilian employees will have no required attachments.









For External Applicants Applying on the Internet

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Adding an attachment My Saved Searches My Career Tools Logout Careers Home Job Search My Saved Jobs On the Careers Home page -1. Go to My Career Tools. 2. Click "Add Attachment. 3. Fill in the blanks for Attachment Type and Purpose. Select 'Add Attachment' to add any attachments identified as required in the Job Opening. 4. Click the link "Add Attachments Attachment. You have not added any attachments at this time. 5. Locate and upload your attachment. + Add Attachment My Attachments and Cover Letters Add Attachments File Attachment × Form DD214 *Attachment Type: proof of military service *Attachment Purpose: Browse.. Add Attachment Upload-Cancel Save & Return Save & Add More Cancel



For External Applicants Applying on the Internet

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Viewing/printing your application

Careers Home Job Search My Saved Jobs My Saved Searches My Career Tools Loqout Careers Home Welcome Anderson Basic Job Search Keywords: 9 Submitted/Saved Applications 0 Attackments		To view/print a copy of your draft or submitted applications – 1. Go to "Careers Home" 2. In the My Career Tools" block, click "Submitted/Saved Applications (continued on next page)				
Search Advanced Search S	Search Advanced Search Search Tips Favorites Main Menu > My Employee Home > My Employee Home Careers Home Job Search My Saved Jobs My Saved Searches My Career Tools Careers Home Welcome James					
	Basic Job Search Keywords: Posted: Anytime Search Advance	ed Search Tips		My Career Tools 9 Submitted/Saved 0 Attachments Resume My Profile	d Applications	





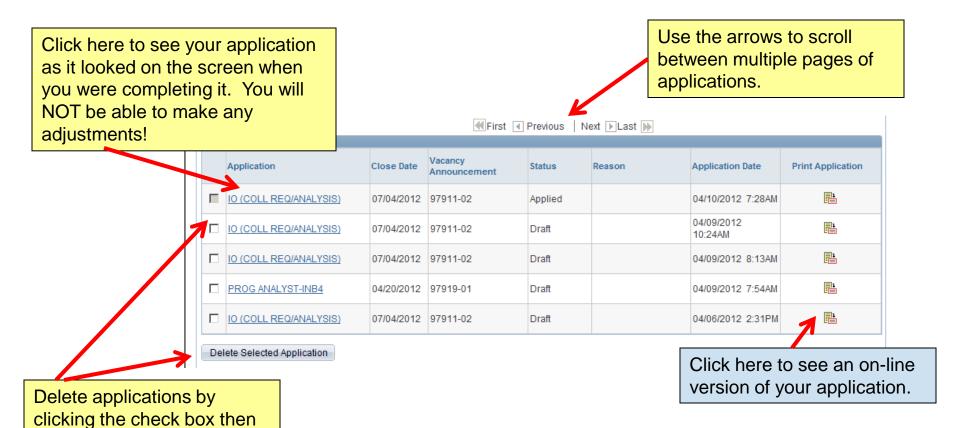
push "Delete Selected

Applications."

For External Applicants Applying on the Internet

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Viewing/printing your application (continued)









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This is the top portion of the on-line version of your application. To print your application, click here. A copy will be sent to your e-mail box.

Application Details

Return to Previous Page

Email Printed Application

▼ General Information

Display Name: Anderson John Applicant ID: 20035579

Applicant Type: External Applicant

Applicant Status Active

Job Opening ID:

Contact Information

Prefix/Rank:

First Name: Anderson
Middle Name: Stewart
Last Name: John

Name Suffix:

Address:

Preferred Contact: Email

▼ Email Addresses





For ALL Applicants

How will you know the status of your application?

We will send an e-mail message to you:

- 1. When we receive your application.
- 2. When your application is being referred for further consideration.
- 3. If we are no longer considering your application.
- 4. If the vacancy announcement is cancelled.





For everyone!

•Need Help with the on-line application process?
Please contact our help desk

Commercial: 301-227-8400

DSN: 312-287-8400

•We're available:

Monday-Friday 7:00 a.m. - 11:00 p.m. ET Saturday-Sunday 11:00 a.m. - 10:00 p.m. ET

e-mail diajobs_help@dodiis.mil

